



U.S. DEPARTMENT OF THE INTERIOR  
Certification of Position Approval  
for Retirement  
Under 5 USC 8336(c) and 8412(d)

[ x ] Approved under the Civil Service Retirement System, 5 USC 8336(c)

[ x ] Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (Firefighter)

Bureau: Any DOI Bureau may use this PD and must use this DOI Standard PD Number\*

Classification Title: Range/Forestry Technician (Fire)

Organization Title: Prescribed Fire/Fuels Technician

DOI Standard PD Number: DOI018\* Series and Grade: GS-0455/0462-06/07

\*This number should be entered in the employee's master records (FPPS) as last six spaces of Position Allocation Number.

RECOMMENDATION FOR COVERAGE: Secondary-Administrative Firefighter coverage is recommended under both CSRS and FERS.

This DOI Standard Position Description (SPD) is for a key fire management position located in a fire management organization within any Bureau of the Department of the Interior (DOI). **The RANGE/FORESTRY (PRESCRIBED FIRE/FUELS) TECHNICIAN requirements contained in the Interagency Fire Program Management Standards and Guide (IFPM) must be used in conjunction with this PD.** These standards include minimum qualifications, training requirements, competencies, and key performance elements.

The primary purpose of this position is planning and carrying out prescribed fire plans, fire effects, manual and mechanical hazardous fuels treatments, and smoke and wildland fire use monitoring. The incumbent also conducts field surveys to determine the location of hazardous fuel conditions. The incumbent's work is to perform complex fire management support work and to assist in the development of wildland fire use, prescribed fire, and fuels treatment plans; to assist other in the implementation of these plans; and to collect information for scientifically based management of prescribed fire operations. **Prior wildland firefighting experience on the fireline, as gained by substantial service in a primary/rigorous firefighter position, or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE to qualify for this position.**

[Signature] 10/25/04  
BIA Fire Program Designee Date

[Signature] 10-22-04  
BLM Fire Program Designee Date

[Signature] 10/25/04  
FWS Fire Program Designee Date

[Signature] 10/25/04  
NPS Fire Program Designee Date

[Signature] 10/26/04  
Michael Gillmore, DOI Fire & Law Enforcement Retirement Team Leader Date

APPROVAL: This DOI Standard Position Description (SPD) is approved for Secondary/Administrative Firefighter (FF) Retirement coverage retroactive to classification date of 05/07/2004. Approval is by DOI Secretary's Designee:

[Signature]  
Deputy Assistant Secretary, Performance, Accountability and Human Resources

10/26/04  
Date

## POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT
3. ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED	
IIa. _____	d. _____
b. _____	e. _____
c. _____	

4. CSC TITLE AND BUREAU POSITION NO. DOI018 Range/Forestry Technician (Fire)	SCHEDULE GS	SERIES 455/462	GRADE 06
<input type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE			

## CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;">           _____            (Signature of Supervisor)         </div> <div style="width: 45%;">           _____            (Date)         </div> </div> <div style="margin-top: 10px;">           TITLE _____         </div>	5. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;">           BIA BLM FWS NPS (See block 7)            (Official Exercising Classification Authority)         </div> <div style="width: 45%;">           5/7/04            (Date)         </div> </div> <div style="margin-top: 10px;">           TITLE HR Manager/Specialist         </div>
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7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The duties and responsibilities of this position are essentially the same as those described at the GS-07 level except the incumbent functions under closer supervision and controls. When the incumbent of this position becomes fully proficient and is able to perform the duties described more independently, he/she may be noncompetitively promoted to the GS-07 level.

*Allison Beard*  
Allison Beard  
HR Specialist (Classification)  
Bureau of Indian Affairs

*Todd W. Ryan*  
Todd W. Ryan  
HR Specialist (Classification)  
Bureau of Land Management

Department of the Interior, FLERT Specialist *Darya Mel*  
 This PD has been approved as follows under 5 USC 8336(c) and 8412(d)  
☒ Firefighter ☐ Law Enforcement  
☐ Primary ☒ Secondary/Administrative  
 Approval Date October 26, 2004

*D. Burton Orton*  
Debbie Burton Orton  
HR Manager  
National Park Service

*Dawn Phillips*  
Dawn Phillips  
HR Specialist (Classification)  
U.S. Fish & Wildlife Service

**SUPERVISORY CERTIFICATION:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that a false or misleading statement may constitute violations of such statutes or their implementing regulations.

Name Signature and Title of Supervisor

Date

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)								3. Service		4. Employing Office Location		5. Duty Station		1. Agency Position No.			
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No											
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code									
15. Classified/Graded by				Official Title of Position		Pay Plan		Occupational Code		Grade		Initials		Date			
a. Office of Personnel Management																	
b. Department, Agency or Establishment				Range/Forestry Technician (Fire)		GS		455/462		07				5/7/2004			
c. Second Level Review																	
d. First Level Review																	
e. Recommended by Supervisor or Initiating Office																	
16. Organizational Title of Position (if different from official title) Prescribed Fire/Fuels Technician								17. Name of Employee (if vacant, specify) Dory A. Phillips									
18. Department, Agency, or Establishment Department of the Interior								c. Third Subdivision									
a. First Subdivision BIA BLM FWS NPS								d. Fourth Subdivision									
b. Second Subdivision								e. Fifth Subdivision									
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.								Signature of Employee (optional)									
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that								this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.									
a. Typed Name and Title of Immediate Supervisor								b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)									
Signature								Signature									
Date								Date									
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.								22. Position Classification Standards Used in Classifying/Grading Position Range Technician Series, GS-455 Dec 91 TS-111 Forestry Technician Series, GS-462 Dec 91 TS-111 Grade Evaluation Guide for Aid and Technician Work in the Biological Sciences, GS-400 Dec 91 TS-111									
Typed Name and Title of Official Taking Action BIA BLM FWS NPS HR Manager/Specialist								Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.									
Signature								Date									
See Remarks								5/7/04									
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)																	
b. Supervisor																	
c. Classifier																	
24. Remarks Allison Beard BIA Todd Ryan BLM Dawn Phillips FWS Debbie Burton Orton NPS																	
25. Description of Major Duties and Responsibilities (See Attached)																	

## **INTRODUCTION:**

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The incumbent serves in a key fire management position in a field fire management organization as a Prescribed Fire/Fuels Technician. This position is located in a unit with a low fire management program complexity level or serves in support of a higher level position in a moderate or high complexity program.

Primary responsibilities of the position are preparing and carrying out prescribed fire plans, fire effects, manual and mechanical hazardous fuels treatments, and smoke and wildland fire use monitoring. The incumbent also conducts field surveys to determine the location of hazardous fuel conditions.

This is an arduous position and subject to medical screening and physical fitness testing.

The qualification requirements specified in the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide must be met prior to entrance into this position.

Prior wildland firefighting experience on the fireline is a mandatory requirement.

This position requires a valid state driver's license.

This is a Testing Designated Position (TDP) under the Department of the Interior Drug-Free Workplace Program.

## **MAJOR DUTIES:**

### **Planning (40%)**

Plans and conducts project assessments which determine the presence or absence of hazardous wildland fuels. Information on fuel conditions and predictions of fire behavior are collected through a variety of methods, including field surveys, computer modeling, and specific literature searches. Results are reported to the Prescribed Fire/Fuels Specialist and used in the determination and prioritization of prescribed fire and mechanical treatment projects.

Reviews project plans and makes recommendations on appropriate levels of monitoring. Establishes study plots to assess fire and fire suppression impacts on the ecosystem. Develops and refines plot characteristics, frequency of visits, subjects to be measured, and data storage and analysis techniques.

Participates in drafting prescribed fire/fuels management plans following the interagency template. This involves reviewing fuel treatment alternatives and may include preparing segments of a plan to support objectives of the fire management program.

Creates, updates, and uses a database to model and analyze fire behavior and fire effects observation data. Ensures data quality. Ensures proper data storage and archival procedures are followed.

### **Operations and Safety (60%)**

Serves on prescribed fire and fuels projects in positions for which qualified. Technically administers all aspects of the prescribed fire/fuels plan, ensuring that preparation, ignition, holding, mop-up, and rehabilitation are completed to the standards specified.

During the implementation of prescribed fire plans, fuels projects, and wildland fire use plans, monitors fire behavior, evaluates fire effects, identifies potential problems and makes recommendations.

Conducts field reconnaissance of prescribed fire/fuels treatment units, summarizes field findings and makes recommendations on appropriate prescriptive criteria for meeting program objectives.

Identifies and provides for training needs to support prescribed fire and fuels management programs.

Participates in wildland fire and safety training in the techniques, practices, and methods of fire suppression and in the safe, efficient operation and use of tools, equipment, and vehicles used in fire suppression activities, with emphasis on those used for the particular function assigned. Participates in preparedness reviews, proficiency checks and drills, safety sessions, and after action reviews. Ensures own and other's welfare and safety in all aspects of the assignment.

Supports wildland fire suppression activities.

Operates a variety of motor vehicles to transport equipment, supplies, crew members, etc.

Uses specialized firing equipment.

### **FACTORS**

#### **1. Knowledge Required by the Position**

(Level 1-4, 550 points)

Knowledge of and the ability to apply agency and departmental policies, directives, guidelines and practices regarding wildland fire suppression, and prescribed fire and fuels treatment operations.

Knowledge of the effects of fire on natural and cultural resources. Understanding of fire ecology principles as they apply to local fuel and vegetation types, fire research

methods and procedures, fire weather, smoke management, fire behavior and the methods used to monitor, describe, analyze and predict fire behavior.

Knowledge and experience in prescribed fire operations, including burning techniques, fuels inventory, preparation of burn plans, prescriptions, firing procedures, holding strategies and site rehabilitation; and the effects of wildland fire management and fire suppression activities and how they affect natural and cultural resources. Prior wildland firefighting experience is a mandatory requirement.

Knowledge and skill in the care, maintenance, and utilization of wildland fire suppression and prescribed fire and fuels treatment equipment.

Knowledge of accepted fire safety practices and procedures.

Knowledge of fire behavior prediction techniques and technologies.

Oral and written communication skills sufficient to record and transmit findings and observations.

## **2. Supervisory Controls**

(Level 2-3, 275 points)

Supervisor defines objectives and sets priorities and deadlines. Incumbent is relied upon to independently carry assignments through to completion. Work plans for non-routine activities and controversial aspects of assignments are typically discussed with supervisor or the Fire Management Specialist. The supervisor is usually available for consultation and advice on new practices or significantly modified principles and practices. Completed work is reviewed for appropriateness and technical soundness. Methods are not typically reviewed in detail.

## **3. Guidelines**

(Level 3-2, 125 points)

General guidance can be found in agency and bureau published directives such as: wildland fire/fuels operations manuals; safety regulations, handbooks, and guides.

Specific guidance is also contained in the prescribed fire and fuels treatment plans, job hazard analysis, natural and cultural resource plans, interagency agreements, and memorandums of understanding.

Since every possible situation cannot be anticipated and covered in training, the employee must use judgment in applying knowledge, especially in situations where the supervisor is not available for consultation.

## **4. Complexity**

(Level 4-3, 150 points)

The incumbent's position has key responsibility for providing fire management technical assistance in planning and implementing the full range of wildland fire use, prescribed

fire, and fuels activities. This involves considering and evaluating factors such as fuel loading, ecosystem dynamics, fire history, fire situation and fire danger, resource availability, weather, smoke management issues, public safety, resources threatened, safety hazards, costs, and monitoring problems. The incumbent must identify, evaluate, and consider the interrelationships of the fire and physical environment in order to select the most appropriate methods from among alternatives.

**5. Scope and Effect**

(Level 5-3, 150 points)

The purpose of the incumbent's work is to perform complex fire management support work and to assist in the development of wildland fire use, prescribed fire, and fuels treatment plans; to assist others in the implementation of these plans; and to collect information for scientifically based management of prescribed fire operations. The work directly affects the design and execution of projects, the accuracy and acceptability of findings and recommendations, and provides an essential basis for management conclusions and plans.

**6. Personal Contacts**

(Level 6-2, 25 points)

Primary contacts are with wildland fire use, prescribed fire, and fuels treatment project personnel, and others in non-fire functions. Contacts are also frequently made with personnel from other local, state, federal, and tribal agencies. Other significant contacts include contractors, news media, local community leaders, cooperators, and the general public.

**7. Purpose of Contacts**

(Level 7-2, 50 points)

The primary purpose of contacts is to provide information, plan and conduct wildland fire use, prescribed fire, and fuels treatment projects. Contacts are also made to coordinate activities, ensure compliance with established safe practices, solve operational problems, resolve conflicts, and conduct training.

**8. Physical Demands**

(Level 8-3, 50 points)

Arduous: Duties involve rigorous fieldwork requiring above average physical performance, endurance and superior conditioning. Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting and carrying of items weighing over 50 pounds and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity.

Duties include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Operation of some specialized fire equipment can place extended physical stress on incumbent during fire activities.

Incumbent is subject to medical examination and must pass the work capacity test for

arduous positions.

**9. Work Environment**

(Level 9-3, 50 points)

The work is primarily performed in forest and range environments in steep terrain where surfaces may be extremely uneven, rocky, covered with vegetation, and in smoky conditions. Temperatures vary from above 100 degrees F to below freezing. Risks include smoke inhalation, fire entrapment, snake or insect bites and stings, exposure to excessive machinery noise, and falling and rolling material. Personnel must adjust and cope with exposure to adverse weather elements, dust and smoke, poor sleeping and eating conditions and unpredictable sets of circumstances. Incumbent may be required to live in backcountry camps for extended periods of time. The hazardous nature of the work requires that personal protective equipment be worn (boots, hardhat, gloves, flame resistant clothing, etc.). Work may require travel by light fixed-wing or rotor-wing aircraft.



## EVALUATION STATEMENT

<u>Recommended Classification</u>	Range/Forestry Technician (Fire), GS-455/462-07 with an organizational title of Prescribed Fire/Fuels Technician
<u>Organizational Location:</u>	Department of the Interior, Bureau of Indian Affairs, U.S. Fish and Wildlife Service, National Park Service, and Bureau of Land Management
<u>References:</u>	Range Technician Series, GS-455 Dec 91 TS-111 Forestry Technician Series, GS-462 Dec 91 TS-111

Background: This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The incumbent serves in a key fire management position in a field fire management organization as a Prescribed Fire/Fuels Technician. This position is located in a unit with a low fire management program complexity level or serves in support of a higher level position in a moderate or high complexity program.

Primary responsibilities of the position are preparing and carrying out prescribed fire plans, fire effects, manual and mechanical hazardous fuels treatments, and smoke and wildland fire use monitoring.

Determination of Series and Title: The Range/Forestry Technician, GS-455/462 series (TS-111, 12/91) covers positions that primarily require a practical knowledge of the methods and techniques of range/forestry and other biologically based resource management fields. Range/Forestry technicians provide practical technical support in the scientific management, protection, and development of rangeland and forest resources. Range/Forestry Technicians are most commonly found in first level units and are principally concerned with performing work supporting the implementation of projects and program goals.

The GS-0081, Fire Protection and Prevention Series (TS-108, 9/91), states that positions that include fire control, suppression, and related duties incident to range/forestry management work should be classified to the Range/Forestry Technician Series. OPM has previously determined that wildland firefighter positions are to be classified in the GS-455 or GS-462 series dependent upon the primary vegetation on the unit. Since the only difference in the positions is the primary vegetation, the positions are considered interchangeable with either classification being appropriate. The prefix "Supervisory" is added since the position involves supervisory duties and responsibilities, which meet the definition of the General Schedule Supervisory Guide. Therefore, the proper title and series are **Range Technician (Fire), GS-455 or Forestry Technician (Fire), GS-462** dependent upon type of terrain and vegetation.

Because this position requires skill in firefighting, the parenthetical title of (Fire) is appropriate and is in line with agency practice.

This position is assigned an organizational title of **Prescribed Fire/Fuels Technician**.

Determination of Grade: The Grade Level Guide for Aid and Technical Work in the Biological Sciences, GS-400, (TS-111, 12/91), which is in the FES format, is used to evaluate this position.

FACTOR EVALUATION SYSTEM POINTS RATINGS		
Evaluation Factors	Points	Level
Knowledge Required by the Position	550	1-4
2. Supervisory Controls	275	2-3
3. Guidelines	125	3-2
4. Complexity	150	4-3
5. Scope and Effect	150	5-3
6. Personal Contacts	25	6-2
7. Purpose of Contacts	50	7-2
8. Physical Demands	50	8-3
9. Work Environment	50	9-3
Total Points	1425	
Grade Conversion Range (1355-1600)	GS-07	

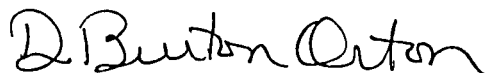
Conclusion: The proper title and series are **Range Technician (Fire), GS-455-07** or **Forestry Technician (Fire), GS-462-07** dependent upon type of terrain and vegetation. This position is organizational titled **Prescribed Fire/Fuels Technician**.



Allison Beard  
HR Specialist (Classification)  
Bureau of Indian Affairs



Todd W. Ryan  
HR Specialist (Classification)  
Bureau of Land Management



Debbie Burton Orton  
HR Manager  
National Park Service



Dawn Phillips  
HR Specialist (Classification)  
U.S. Fish & Wildlife Service